



DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC

Office of the Under Secretary

2 March, 2001

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/IAPX

SUBJECT: Information to Accompany Letters of Offer and Acceptance (LOAs) with  
Manpower Lines (SAF/IAPX 01007)

References: (a) DSCA Memo, 30 Jan 01; Subject: Information to Accompany Foreign Military  
Sales Cases with Manpower Lines (DSCA 01-05)

(b) SAF/IAPX Memo, 7 Sep 00; same subject (IAPX 00021)

This policy memorandum updates DSCA guidance (ref a) and Air Force procedures (ref b) concerning the DSCA requirement for an LOA Manpower and Travel Data Sheet (MTDS) to accompany all LOAs containing manpower requirements. Reference (a) states that submitting an MTDS with applicable LOAs is mandatory requirement as of **1 March 2001**.

MAJCOMs should continue to ensure LOAs with manpower requirements are complete prior to submitting to SAF/IAPX. To ensure efficient processing of applicable LOAs, please ensure the following actions:

(a) MTDS included in all basic LOAs; Amendments; and Modifications with cost increases (not necessary if there is no cost change or a cost decrease). For all Program Management Lines, the MTDS should reflect the exact costs as identified in the LOA; for all other LOA lines that have manpower, any differences in MTDS/LOA lines should be detailed in section E of the MTDS.

Note: SAF/IAPX is currently reviewing the necessary reporting requirements for TCG/IEMP and ECISAP manpower--appropriate reporting instructions to follow ASAP.

(b) LOA documents (to include the Manpower Requirements Package and MTDS) are submitted to SAF/IAPX for appropriate manpower review/approval prior to submission to DSCA--IAPX will provide MTDS approval authorization control numbers to SAPM/Case Manager upon document approval.

Note: After SAF/IAPX review, SAPM/Case Managers annotate Section F of MTDS to reflect IAPX POC, and Section G with the authorization control

number--original MTDS retained by SAPM/Case Manager, annotated copy forwarded to DSCA for review.

(c) LOA documents (to include required MTDS) are submitted to DSCA only after formal IAPX coordination/approval--an MTDS authorization control number confirms approval.

The above procedures will ensure appropriate Air Force offices efficiently process LOAs with manpower requirements and comply with DSCA guidance. LOAs forwarded without proper manpower documents/approval will be unnecessarily delayed--impacting timely customer support.

Please contact Ms. Sonja Patch or Mr. John Parker, DSN 425-8961/8368 respectively, if additional information is required.

//SIGNED//

ERICH G. ESCHENBURG, Lt Col, USAF  
Acting Chief, Security Assistance Policy Division  
Deputy Under Secretary, Int'l Affairs

Attachments:

1. DSCA Memo (DSCA 01-05)
2. SAF/IAPX Memo (IAPX 00021)
3. LOA Manpower and Travel Data Sheet

DISTRIBUTION:

See Attached

30 JAN 2001  
In reply refer to:  
I-01/000444-FM

MEMORANDUM FOR

DEPUTY UNDER SECRETARY OF THE ARMY  
(INTERNATIONAL AFFAIRS)  
ATTN: SAUS-IA-DSZ  
DEPARTMENT OF THE ARMY

DIRECTOR, NAVY INTERNATIONAL PROGRAMS OFFICE  
DEPARTMENT OF THE NAVY

DEPUTY UNDER SECRETARY OF THE AIR FORCE  
(INTERNATIONAL AFFAIRS)  
DEPARTMENT OF THE AIR FORCE

DIRECTOR, DEFENSE LOGISTICS AGENCY

DIRECTOR, DEFENSE CONTRACT MANAGEMENT  
AGENCY

DIRECTOR, NATIONAL IMAGERY AND MAPPING  
AGENCY

DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY

DEPUTY DIRECTOR FOR SECURITY ASSISTANCE,  
DEFENSE FINANCE AND ACCOUNTING SERVICE –  
DENVER CENTER

SUBJECT: Information to Accompany Foreign Military Sales Cases with Manpower Lines  
(DSCA 01-05)

REFERENCE: DSCA memo I-00/009518 dated 7 Aug 2000, same subject (DSCA 00-12)

Reference memo provided the requirements for documenting manpower costs related to LOA documents submitted to DSCA for countersignature. That memo stated an effective date of 11 Sep 2000 for case managers to submit henceforth the "LOA Manpower and Travel Data Sheet" (copy attached) as part of the LOA document package sent to DSCA. However, to ensure these new requirements were effectively transmitted throughout the entire LOA document preparation community, DSCA was not routinely rejecting LOA document packages even if that report per se was not furnished as long as sufficient detail validating the manpower charges appeared in that package. (For example, DSCA oftentimes received the entire manpower proposal.)

This memorandum is a reminder that the “LOA Manpower and Travel Data Sheet” in the format prescribed per referenced memo is due along with the LOA. Starting **1 Mar 2001**, this report must be part of the overall package being reviewed for LOA documents involving manpower. Omitting this report with the LOA document may delay countersignature. Please encourage LOA writers/point of contact to include on the LOA document their name, phone number and e-mail address to expedite any communications with DSCA that may be required. (This latter point applies to *all* LOA documents, not just those containing manpower.)

Types of LOA documents containing manpower lines for which the “LOA Manpower and Travel Data Sheet” is required:

Basic LOAs: all

Amendments: all (whether increase or decrease in scope)

Modifications: all cost increases (but not cost decreases or no change in amounts)

Your assistance is greatly appreciated. Should you have any questions, the DSCA point of contact is Mr. David Rude, Financial Policy Team Chief, phone 703/604-6569 (DSN prefix 664), [david.rude@osd.pentagon.mil](mailto:david.rude@osd.pentagon.mil).

/signed/

James A. McQuality  
Comptroller

Attachment:

LOA Manpower and Travel Data Sheet

Copy to:

Commandant, DISAM

Director, DSCA/MEAN

Director, DSCA/ERASA

Director, DSCA/PSD



**DEPARTMENT OF THE AIR FORCE**  
**WASHINGTON, DC**

Office of the Under Secretary

7 September 2000

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/IAX  
1080 Air Force Pentagon  
Washington DC 20330-1080

SUBJECT: Additional Information to Accompany Foreign Military Sales (FMS) Cases with  
Manpower Lines (IAX 00021)

REF: DSCA Memo DSCA 00-12, dated 7 August 2000; Subject: Information to  
Accompany Foreign Military Sales (FMS) Cases with Manpower Lines

Reference document directed the MILDEPs provide a Letter of Offer and Acceptance (LOA) Manpower and Travel Data Sheet with LOA documents presented to DSCA for countersignature effective 11 Sep 00. Recent GAO audits, as well as problems discovered during DSCA review of LOAs have highlighted problems and inconsistencies in the way case-funded manpower has been applied.

The attached LOA Manpower and Travel Data sheet was developed by DSCA to more clearly define the total manpower and funds required to execute an FMS case and to provide reporting consistency among the MILDEPs. Please note that the new reporting requirement extends to all case-funded manpower and not just program management line items.

MAJCOMs will continue to develop FMS Manpower Requirements Packages (MRPs) and Travel Estimate Worksheets (TEWs) and forward the complete package to SAF/IAX for approval. Additionally, MAJCOM Manpower Offices are responsible to ensure the MRP is complete and includes the TEW and LOA and Travel Data Sheet prior to submission for SAF/IAX action. The MRP cannot be approved without the LOA and Travel Data Sheet, so please ensure all documentation is attached before submitting to SAF/IAX.

DSCA and the MILDEPs continue efforts to refine an activities matrix which will define case funded manpower including Program Management, Other Services, Technical Services, ect.

We anticipate the project will be complete in the near future and that DSCA will issue appropriate guidance to the MILDEPs. You will be advised appropriately and these new requirements will be included in the forthcoming revision of AFMAN 16-101.

If you have any questions or require clarification please contact Ms. Sonja Patch, DSN 425-8961, (703) 588-8961, (Fax) 425-8999, (Email) [sonja.patch@pentagon.af.mil](mailto:sonja.patch@pentagon.af.mil).

A handwritten signature in black ink, appearing to read "Terry Bates".

TERRY BATES  
Chief, Policy Division  
Deputy Under Secretary, Int'l Affairs

Attachments

1. DSCA Memo
2. LOA Manpower and Travel Data Sheet

DISTRIBUTION:

See Attached

## LOA Manpower and Travel Data Sheet

### A. Personnel

Position/Function	Grade/Rank/ Contractor	Location	Line Item on LOA	Manyears of Effort	Duration (From/To)	Total Salary

**Total:**

### B. Travel

Purpose of Trip	CONUS or In-Country?	Line Item on LOA	Number of Trips for this Purpose	Duration of Each Trip	Number of People for Each Trip	Total Cost

**Total:**

### C. Personnel Support Costs (i.e., office space, equipment, furniture, communications, supplies, etc.)

Type of Support	Total Cost

**Total:**

D. Narrative Description: (Use this section to describe the life of any Program Management Lines (PMLs) in relation to the delivery schedule of the item(s). Provide the number of months of PML support beyond final delivery and any supporting information.)

E. Additional Comments:

F. Point of Contact for Further Information Regarding Manpower on this Case: (Name, organization, phone number, e-mail address)

G. SAF/IAPX review date/approval number: \_\_\_\_\_

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